

**FILING FEES**  
**\$438.00 (PLAPPEAL) Residential**  
**\$1,763.00 (PLAPPEAL), per**  
**Commercial Multi-family or**  
**Tentative Map Appeal**  
**TRANSCRIPTION \$500 (PLTRANS)**

**Town of Los Gatos**  
**Office of the Town Clerk**  
**110 E. Main St., Los Gatos CA 95030**

**APPEAL OF PLANNING COMMISSION DECISION**

I, the undersigned, do hereby appeal a decision of the Planning Commission as follows: (PLEASE TYPE OR PRINT NEATLY)  
DATE OF PLANNING COMMISSION DECISION \_\_\_\_\_

PROJECT / APPLICATION NO: \_\_\_\_\_

ADDRESS LOCATION: \_\_\_\_\_

Pursuant to the Town Code, the Town Council may only grant an appeal of a Planning Commission decision in most matters if the Council finds that one of three (3) reasons exist for granting the appeal by a vote of at least three (3) Council members. Therefore, please specify how one of those reasons exists in the appeal:

1. The Planning Commission erred or abused its discretion because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_; **OR**
2. There is new information that was not reasonably available at the time of the Planning Commission decision, which is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (please attach the new information if possible): **OR**
3. The Planning Commission did not have discretion to modify or address the following policy or issue that is vested in the Town Council: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IF MORE SPACE IS NEEDED, PLEASE ATTACH ADDITIONAL SHEETS.**

**IMPORTANT:**

1. **Appellant is responsible for fees for transcription of minutes. A \$500.00 deposit is required at the time of filing.**
2. Appeal must be filed within ten (10) calendar days of Planning Commission Decision accompanied by the required filing fee. Deadline is 5:00 p.m. on the 10<sup>th</sup> day following the decision. If the 10<sup>th</sup> day is a Saturday, Sunday, or Town holiday, then it may be filed on the workday immediately following the 10<sup>th</sup> day, usually a Monday.
3. The Town Clerk will set the hearing within 56 days of the date of the Planning Commission Decision (Town Ordinance No. 1967).
4. An appeal regarding a Change of Zone application or a subdivision map only must be filed within the time limit specified in the Zoning or Subdivision Code, as applicable, which is different from other appeals.
5. Once filed, the appeal will be heard by the Town Council.
6. If the reason for granting an appeal is the receipt of new information, the application will usually be returned to the Planning Commission for reconsideration.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

**\*\*\* OFFICIAL USE ONLY \*\*\***

DATE OF PUBLIC HEARING: \_\_\_\_\_

CONFIRMATION LETTER SENT: Date: \_\_\_\_\_

**Pending Planning Department Confirmation**

TO APPLICANT & APPELLANT BY: \_\_\_\_\_

DATE TO SEND PUBLICATION: \_\_\_\_\_

DATE OF PUBLICATION: \_\_\_\_\_